

TECHNOLOGY EQUIPMENT OBSOLESCENCE POLICY

Oglesby ISD understands and acknowledges the rapid pace of change and innovation in the area of technology. In response to this condition, the District must manage its technology assets in a manner consistent with both fiscal prudence and the need to provide technologically relevant systems to students and staff.

Oglesby ISD has determined that fully depreciated technology equipment has little residual value and in response acknowledges the need for periodic disposition of certain operational but functionally obsolete equipment.

Equipment that is not operating shall be removed from district premises and disposed of in an environmentally responsible manner. The Director of Technology and/or Superintendent shall make a determination as to the whether or not equipment is of sufficient value to repair. Generally, equipment included older than 7 years old will not be repaired.

A. COMPUTER LIFE CYCLE

The useful service life of a typical desktop workstation is approximately 3-5 years. Since most elementary school applications are less resource intensive than business applications, we will use 3-5 years as the useful life of a computer. This means the District's inventory of computers may turnover every 3-5 years.

Computers between the ages of 5 and 7 years old will continue to be used in the District but will no longer be used as primary computers in the school. They will continue to be used in classrooms as secondary computers for student use. They will be repaired as necessary.

Oglesby ISD has determined that computers classified as over 7 years old, are fully depreciated and have reached the end of their useful service life. These computers will remain in the District until they no longer work or no longer support software used in the classroom. These computers will not be repaired unless parts are available from existing supply.

B. OTHER EQUIPMENT

Technology related equipment minimally includes the following components: computers, monitors, printers, switches, hubs, routers, servers, backup power supplies, cameras and scanners. These components will remain in operation until they fail or become functionally obsolete.

C. DISPOSITION OPTIONS

1. Public Bid

Operational equipment deemed to be of sufficient value by the Administration shall be cataloged and offered to the highest bidder via public advertisement.

2. Community Sale

The Administration may from time to time conduct a public sale. Items would be displayed for the public at a district site and sold 'AS-IS'. All sales shall include a waiver of liability.

3. Donation

Operating equipment may be donated to any non-profit organization. Alternately, this equipment may be sold for \$1.00 to district families deemed eligible for assistance by the superintendent or his/her designee. All equipment will be donated on a first come-first serve basis.

4. Disposal Options

a. Limited Quantity Disposal

Small quantities of equipment may be placed in District waste containers. Monitors, batteries and other environmentally hazardous components shall be taken to a certified disposal or reclamation firm.

b. Bulk Disposal

Oglesby ISD shall dispose of equipment in an environmentally responsible manner. This shall generally mean transfer to a certified disposal or reclamation firm.

c. Spare Parts

The District maintains a supply of repair parts sufficient to maintain certain older models of equipment. Useful components shall be removed from non-operational machines before disposal in order to maintain a sufficient supply of repair parts. It is understood that there exists a limited need for these parts and hence only limited quantities will be salvaged for future use.

D. DOCUMENTATION

1. Reports

The Administration shall document all equipment disposal events and report these transactions to the School Board on a regular basis.

2. Inventory

Inventory tags shall be removed from equipment before disposition. All items shall remain in the District fixed asset inventory system after disposition but the appropriate field shall indicate the item is no longer District property. The method and date of disposal shall be noted in the fixed asset system. If the item was sold, then the price and purchaser shall also be recorded in the fixed asset system.